



ESTABLISHED 1906

Lord's Independent School

Health & Safety Policy

Review Schedule: Annual

Lord's Independent School

Health & Safety Policy

Lord's School:

1. General health and safety information

All staff and students are urged to read the relevant parts of the University Health and Safety Policy.

2. On discovering a fire

- a) Immediately operate nearest alarm call point.
- b) Call the Fire Service (dial 999) and give address of school
The Brooklyn Green Lane BI3 2EF

On hearing the alarm:

- a) Leave the area immediately making sure doors are closed as you leave.
- b) Follow arrows to nearest escape exit.
- c) Do not use lifts.
- d) Keep well clear of the building until further instructions are issued by staff.
- e) Students or staff with mobility difficulties are required to notify the school – this also includes individuals with temporary mobility difficulties, e.g. broken limb. They must also have a Personal Emergency Evacuation Plan (PEEP) put in place to ensure that they can be evacuated from the building in a fire activation. Students are required to contact Student Wellbeing & Inclusion. Staff are required to contact the Health & Safety Office.

3. Fire precautions

Staff must familiarise themselves with the **fire action instructions printed on notices displayed through the school**. In particular, check the green and white directional arrows to the fire exits from your classrooms/workplace. If you have any doubts please ask your Line Safety Co-ordinator.

4. Fire prevention

The value of the nightly routine of checks, switching off all unnecessary electrical equipment, checking that gas taps are turned off and closing all doors to rooms and staircase enclosures cannot be over stressed. Staff and students are reminded that smoking is not permitted on University premises, except in specially designated external areas.

5. Accidents

All accidents and injuries no matter how trivial, dangerous occurrences and near misses must be recorded on a School Report of an Accident or Dangerous Occurrence Form and forwarded to the Health & Safety Team.

The Accident Book within the School/Service is held in the principal's office.

6. First aid

In the event of any illness or injury contact a trained First Aider

7. Online learning, training and induction

All new staff and students require to have some form of induction.

Staff:

- local safety inductions
- Essential Skillz eLearning
 - (H&S Induction (once, on commencement of employment)
 - Workstation (annually)
 - Fire Safety (every 2 years)

Students – fire/emergency/first aid/DSE information

8. Monitoring of the School/Service Health & Safety Policy

A self-inspection (safety audit) of the School/Service will take place every 6/12 months to monitor the effectiveness of the health and safety policy

All staff and students encountering any kind of health and safety hazard should report these promptly to Mr Ghanchi, or in his/her absence, to any senior member of staff.

* *Safety Co-ordinator*

- Ensuring that all staff and students within their area of responsibility receive necessary health and safety induction, information and training.
- Supporting the local Health & Safety Co-ordinator to achieve the above arrangements.
- Ensure that ***suitable and sufficient*** risk assessments are carried out for ***all work activities*** within their area of responsibility and relevant control measures are implemented to manage the risk and must meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum. The effective health and safety management in the university is the management action taken by individual schools and professional support services. Nearly all of the activities of the university which give rise to significant risk take place under the university schools and professional support services. Each Dean of School/Director of Service is responsible for developing, implementing and maintaining an effective health and safety management system which is appropriate for the school/service.”

Section 4: *Health & Safety Policy: Organisation and Responsibilities for Health & Safety*